

Muscogee (Creek) Nation

Human Resource Management Services

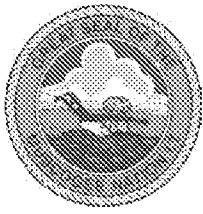
Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 02/23/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: WILDLIFE PROGRAM COORDINATOR			
Pay Grade SG 12		Salary Range \$40,372-52,728	
Department: NATURAL RESOURCES		Classification Full Time	
Location: Okmulgee		Location Code: 215	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Provides programmatic, administrative and communications support for Division of Agriculture and Natural Resources Wildlife Program. Assists in coordination and implementation of a variety of natural resource management practices in the following areas: land management, outdoor recreation, fish and wildlife populations, forestry and/or soil and water conservation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist Director in creation of program budgets, financial reports, grant reports and policies and procedures pursuant to creation and administration of the Muscogee (Creek) Nation (MCN) Wildlife Program. 2. Ensure Division of Agriculture and Natural Resources financial objectives are met by assisting in preparation of annual program budget, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise. 3. Serve as point of contact for Wildlife Program inquiries. 4. Pursue grant funding and other partnership opportunities to expand programming. 5. Identify and evaluate MCN Trust properties for recreational and outdoor opportunities. 6. Coordinate with GIS and others the creation of the MCN walk-in recreational lands database and permitting system. 7. Using scientific data and best practices, effectively integrate wildlife management into agriculture, forestry, recreation and other management activities. 8. Participate on interdisciplinary teams in a variety of aspects of natural resource management. 9. Prepare financial statements, written and oral reports, memos, invoices, letters and other documents. 10. Estimate, monitor, and manage wildlife populations and invasive plants and animals; develop and implement plans to mitigate invasive species on MCN lands. 11. Establish wetlands, wildlife feeding areas and food plots to supplement nutritional requirements of wildlife and increase populations on MCN lands.



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	12. Develop conservation plans and make recommendations on wildlife conservation and management issues to policymakers and the general public 13. Keep inventory of all program tools and equipment. 14. Assess the MCN Wildlife Code; implement code where applicable and recommend any necessary changes. 15. Support the work of the Division; other responsibilities as assigned.
Minimum Requirements:	Bachelor's Degree in Forestry, Wildlife Biology, Natural Resource Management, Ecology, Zoology or a related field.
Preferred Requirements:	Bachelor's Degree in Wildlife Biology and five years of technical experience in wildlife management and forestry equipment operation; Certified Wildlife Biologist through the USDA.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Valid Oklahoma Hunting and Fishing License.

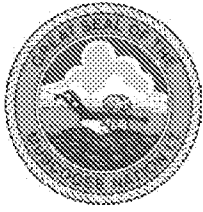
Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☒ Over 100 lbs.
☐ Physical Exam Required

Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input checked="" type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input checked="" type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.